



THE NATIONAL ARCHIVES

EXPERIENCED RESEARCHER / CATALOGUER – 18TH CENTURY SLAVERY RECORDS

INVITATION TO TENDER – OPEN COMPETITION

DEADLINE FOR TENDER SUBMISSIONS – 5PM (UK TIME), 7 NOVEMBER 2022

1 ABOUT US

- 1.1 The National Archives (TNA) is the official archive and publisher for the UK government, and for England and Wales. We are the guardians of some of our most iconic national documents, dating back over 1,000 years. We are an accredited archive service.
- 1.2 Our 21st-century role is to collect and secure the future of the government record, both digital and physical, to preserve it for generations to come, and to make it as accessible and available as possible.
- 1.3 The Collections Expertise and Engagement department (CEE) provides both expert knowledge of the records of The National Archives and advice on how to access and interpret them.

2 PURPOSE AND BACKGROUND

- 2.1 The purpose of this procurement is to appoint an experienced researcher/cataloguer with detailed knowledge of the history of transatlantic slavery and a high level of experience with 18th and early 19th century records to begin a listing of documents in the Detached Papers of the Royal African Company. The Detached Papers are a collection of 94 volumes of miscellaneous documents from c. 1750-1820 that became separated from their parent pieces at an unknown time.
- 2.2 The Detached Papers include reports on the state and condition of the Company's forts on the Gold Coast, some of which detail the names, ages and occupations and state of health of Company employees and enslaved people living in the forts. Also included are indents of provisions, tools and munitions for various forts, original correspondence sent to or written by the governors of forts and the Company Committee in London, diaries, accounts of disputes, parliamentary papers, and tradesmen's bills for goods purchased by the Company in London. Creating a listing of the documents within the Detached Papers will provide a concrete sense of the contents of this important yet unsorted collection and their potential for researchers of the history of transatlantic slavery.
- 2.3 It is anticipated that the listing data will be integrated into The National Archives' online catalogue, Discovery. This project develops key areas of focus in The National Archives' 'Archives for Everyone' strategy, chiefly through developing an inclusive archive, by selecting and describing important yet sensitive material to make them discoverable for researchers.
- 2.4 The project is funded by The National Archives and the contract length will be three months. Working dates are flexible, but all work must be completed by 31 March 2023.
- 2.5 There is an option to do some work remotely, but the nature of the work means that most of it should be carried out at TNA's premises (Kew, Richmond, Surrey TW9 4DU). TNA has measures in place to mitigate COVID risk, which you can find [here](#).

3 HOW TO RESPOND

- 3.1 If you have any clarification questions related to your Tender Response, please submit these to procurement@nationalarchives.gov.uk by **5pm (UK time) on 28 October 2022**.
- 3.2 Please submit your Tender Response to procurement@nationalarchives.gov.uk by **5pm (UK time) on 7 November 2022**.
- 3.3 It is for you to determine what format your Tender Response should take so as to describe your offer in a clear, comprehensive fashion. However please ensure your Tender Response includes as a minimum:
- 3.3.1 **Confirmation** of your availability to work from 1 January 2021 (latest start date) or earlier, until 31 March 2022 (latest finish date);
 - 3.3.2 **Confirmation** that you are content to carry out work, as necessary, at TNA's premises;
 - 3.3.3 Details of your prior **experience** of conducting research or cataloguing of this type;
 - 3.3.4 Details of your **experience and/or qualifications** relating to researching the history of transatlantic slavery and/or eighteenth century records;
 - 3.3.5 Your proposed **hourly rate**, exclusive of VAT but including travel and any other expenses. Please advise us if you do not charge VAT.

4 EVALUATION CRITERIA

4.1 Your Tender Response will be evaluated using the following criteria:

Confirmation of work dates	Pass/Fail
Confirmation of work place	Pass/Fail
Quality - Experience of similar research or cataloguing You must score a minimum of 7 in this category to be considered for contract award	40%
Quality - Experience/qualification(s) in 18th century history and/or history of transatlantic slavery You must score a minimum of 7 in this category to be considered for contract award	40%
Price - Hourly rate	20%

4.2 Price scores will be evaluated as follows:

The bidder submitting the lowest compliant price will be awarded the maximum of 10 (unweighted) points. All other bidders will be awarded a (unweighted) points score by applying the following formula:
 $((\text{lowest submitted price} / \text{bidder's submitted price}) * 10)$

To illustrate this via a worked example:

Bidder 1 submits a price of £10,000

Bidder 2 submits a price of £17,000

Bidder 3 submits a price of £31,000

Bidder 1 is awarded 10 (unweighted) points $-((10,000/10,000)*10) = 10$

Bidder 2 is awarded 5.88 (unweighted) points $-((10,000/17,000)*10) = 5.88$

Bidder 3 is awarded 3.23 (unweighted) points $-((10,000/31,000)*10) = 3.23$

4.3 Other categories will be evaluated according to the table below:

<p>10 Points</p>	<p>Outstanding:</p> <ul style="list-style-type: none"> • Potential Supplier has provided a response that addresses all parts of the requirement • Potential Supplier has provided evidence to support all elements of their response • The evidence supplied is convincing and highly relevant to the requirement • Potential Supplier's response is clear and easy to understand • Where relevant, Potential Supplier has demonstrated a high level of capability to deliver new and innovative service approaches
<p>7 Points</p>	<p>Good:</p> <ul style="list-style-type: none"> • Potential Supplier has provided a response that addresses all parts of the requirement • Potential Supplier has provided evidence to support most elements of their response • The evidence supplied is good and relevant to the requirement • Potential Supplier's response is clear and easy to understand • Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches
<p>4 Points</p>	<p>Average:</p> <ul style="list-style-type: none"> • Potential Supplier has provided a response that addresses some parts of the requirement • Potential Supplier has provided evidence to support some elements of their response, but not all • The evidence supplied has some limited relevance to the requirement • Potential Supplier's response is not always clear and easy to understand • Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches
<p>1 Point</p>	<p>Poor:</p> <ul style="list-style-type: none"> • Potential Supplier has provided a response that fails to address most parts of the requirement • Potential Supplier has provided little or no evidence to support most elements of their response

	<ul style="list-style-type: none"> • The evidence supplied is very weak and has very limited relevance to the requirement • Potential Supplier's response is not always clear and easy to understand • Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches
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5.4 Following this evaluation, TNA may wish to ask a maximum of three Potential Suppliers for interview. The interview will then be considered among the other Quality elements when making a contract award decision.

5 PROCUREMENT TIMETABLE

5.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Invitation to Tender published	12 October 2022
2	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk	5pm (UK time) 28 October 2022
3	Deadline for Potential Suppliers to submit Tender Responses to procurement@nationalarchives.gov.uk	5pm (UK time) 7 November 2022
4	Interviews (if required)	Week commencing 14 November 2022
5	Contract award (anticipated)	By 18 November 2022

** Any clarification question received that TNA deems to be relevant to more than one Potential Supplier may be shared with all Potential Suppliers.*

6 CONTRACT TERMS

- 6.1 The contract will be awarded subject to our standard terms and conditions, which can be found [here](#).
- 6.2 TNA reserves the right not to award and to complete its objectives through other means.